



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

TO: Indiana School Safety Specialists
Advanced Level, Groups 1-9

FROM: Clarissa Snapp, Director
David Woodward, Program Coordinator
Indiana School Safety Specialist Academy

DATE: July 7, 2008

RE: ISSSA Advanced Training, 2008-2009

Registration: On-line registration is now open for the Academy trainings for the upcoming 2008-2009 school year. All school safety specialists are required to attend at least two full days of training each school year in order to remain certified. All trainings are held at the Sheraton Indianapolis Hotel & Suites, 8787 Keystone Crossing, in Indianapolis. On-line registration for October 27-28, 2008; November 6-7, 2008; and/or April 28-29, 2009 is now available at:
<https://dc.doe.state.in.us/doingonline/studentservices/schoolsafety/academyregistration.aspx>

Please read the following instructions, BEFORE registering!

Additional Training Opportunity – Bullying Prevention Conference in November: This year we have a unique opportunity that allows us to provide a third optional training to our school safety specialists. ISSSA is co-hosting the International Bullying Prevention Association national conference on November 6-7, 2008. The Academy will provide free conference registration and lodging for certified school safety specialists who wish to attend this conference. You must use the on-line registration link above and the lodging link for school safety specialists only, in order for us to provide this conference at no charge. **You must register for the November 6-7, 2008 conference no later than September 26, 2008.** The conference theme is: *New Horizons: The Latest in Bullying Prevention and Research*. Information about this conference is located at: http://www.doe.state.in.us/issas/new_horizons.html. **Do not register for the conference or for lodging from this national conference website. Only use the registration and lodging information for school safety specialists that have been included in this memorandum.**

Role of a School Safety Specialist: Once a school safety specialist has completed Basic Training, it is expected that **all** school safety specialists who have been trained by the Academy are in charge of, or participate in, the following legally required responsibilities/activities on an annual and regular basis:

- Coordinate the review, editing, and updating of safety plans for your building and/or school district each school year.
- Act as a resource for other individuals in the school corporation on issues related to school discipline, safety, security, and bullying prevention.
- The school corporation's school safety specialist(s) shall provide materials to assist a **safe school committee** in developing a plan for the school that addresses the following issues:
 - (1) Unsafe conditions, crime prevention, school violence, bullying, and other issues that prevent the maintenance of a safe school. (2) Professional development needs for faculty and staff to implement methods that decrease problems identified under subdivision (1).
 - (3) Methods to encourage:

(A) involvement by the community and students;

(B) development of relationships between students and school faculty and staff.

(IC 5-2-10.1-12)

- Participate each year in 2 days of Advanced Level training.

(See IC 5-2-10.1-9, or <http://www.doe.state.in.us/issas/pdf/law.pdf> for additional information)

Certification and the additional training needed to learn the best practices and current best resources for school safety is reserved for those school safety specialists who are currently in **active roles** in their school districts as described above.

Attendance Limits: School safety specialists have always been allowed (and encouraged) to attend all four days of available Advanced Training. Although we will actually offer six days of available training this school year, we will need to limit your attendance to **at least two days**, but **no more than four days** during the 2008-2009 school year. If you wish to attend all six days of training we are offering during the 2008-2009 school year, by attending the November 6-7 conference, in addition to the regular October and April trainings, then your school district will need to pay your conference registration fee and lodging for the November 6-7, 2008 conference.

Absences: The ISSSA staff is legally required to report those school safety specialists who have renewed their certification by attending all day of a minimum of two days of training each school year. Excused absences are at the discretion of the Director of the Academy, and allowable only for serious family and/or personal emergencies. ***Excused absences will not be granted for any other purposes, including meetings, and/or extracurricular coaching or supervisory duties.***

Please Note: In the past, school districts with more than one school safety specialist have indicated they think they are within the requirements of the law when a majority (or at least one) of a school corporation's safety specialists attend the Academy trainings and renew their certification requirements during a given school year. We urge every school safety specialist to take extreme caution when deciding not to attend, and therefore let their certification lapse, due to a scheduling conflict, etc. We have provided the dates of upcoming trainings on the Academy website at: http://www.doe.state.in.us/issas/pdf/academy_training_dates.pdf.

Professional Courtesy: We plan and order materials and meals according to the number of specialists who are registered for our conferences. Please assist us in preserving resources by letting us know as soon as possible if you need to cancel your registration. If you do not cancel at least 72 business hours prior to the training, we still have to pay the hotel the cost of your meals, whether you are there or not. Cancelling your hotel reservation is your responsibility.

CRU's/LE hours/Graduate Credit: We will again offer CRU's and Law Enforcement Hours for attendance at the Academy trainings. **You need to include the last 4 numbers of your Social Security number on the conference on-line registration form in order to receive these credits.** Questions regarding CRU's and LE hours should be directed to David Woodward at dwoodwar@doe.in.gov or 317-232-6975.

Graduate credit information will be sent in approximately late August or September for Fall Semester registration and in November/December for Spring Semester registration. Clarissa Snapp serves as the contact person for graduate credit. Her contact information is csnapp@doe.in.gov or 317-234-0326.

Lodging Procedures: **Lodging procedures have changed.** Please read the information provided below **BEFORE** you make your reservations at the Sheraton Indianapolis Hotel & Suites.

Lodging Information for Advanced Training

Indiana School Safety Specialist Academy

2008-2009

Please note the policies and procedures for free lodging while attending ISSSA Advanced Level training.

Eligibility: The driving distance for free lodging must be at least 75 miles from your point of origin. This is a change – it used to be 50 miles. We are making the change for budgetary reasons. Most attendees will drive to the hotel from home, so that is the mileage that will count. Therefore, enter your home address on the on-line lodging registration form or when calling in your reservation.

If you will drive less than 75 miles and would like to reserve a room which will be paid for by your school corporation or yourself, we do have additional blocks of rooms at the same rate of \$97.00 per night (plus taxes). Those links are listed below.

Direct Bill: Your lodging will be placed on the Academy's direct bill. However you must first reserve the room with a credit card. A credit card is required to make an on-line or phone reservation with the Sheraton. The credit card will only be charged if you fail to notify the hotel of a cancellation at least 48 hours prior to arrival. It is your responsibility to cancel your room. You can do that by providing your lodging confirmation number or by calling the hotel. *Failure to cancel 48 hours prior to your scheduled arrival at the hotel will be your financial responsibility. We cannot pay the cancellation fee. Also note that there is a cancellation fee paid if you leave the hotel earlier than you had scheduled. (Do not stay the second night, for example).*

Lodging Only: IDOE will not pay lodging costs for additional guests in your room, or for upgraded rooms, suites, extra cots, etc. You must make arrangements with the hotel for that additional charge. Phone calls and miscellaneous charges will not be covered by the Indiana School Safety Specialist Academy.

Making Reservations: When making your reservation on-line, you will see the Academy lighthouse logo and other Academy information written on the left side of the page. *If you do not see this information, you have entered the wrong lodging site and your reservation will not be covered by IDOE!* We prefer you make your reservations online. However, if that is not possible, you may call: 1-888-627-7814. Indicate the Group code listed below for the session you will be attending.

One Reservation per name: Do not make more than one lodging registration per school safety specialist. If multiple reservations are made using only one name, we will cancel the duplicate reservations!

Deadlines: ISSSA will NOT pay lodging expenses for anyone who does not make their registration on time or follow the registration process detailed on this attachment.

Hotel Reservations MUST be made no later than the following deadlines:

October 27-28, 2008 Advanced Training Lodging Deadline is October 2, 2008

November 6-7, 2008 IBPA Bullying Conference* Lodging Deadline is October 6, 2008

April 28-29, 2009 Advanced Training Lodging Deadline is April 3, 2009

If you attend the November 6-7, 2008 conference you will be allowed to attend only one other Advanced level training during the 2008-2009 school year.

****The lodging on November 6-7, 2008 is provided for only current certified school safety specialists. Other school employees (not safety specialists) attending the IBPA Bullying Conference must use the lodging website located at:**
http://www.doe.state.in.us/issas/new_horizons.html.

REGISTER EARLY!! IDOE WILL NOT FIND ADDITIONAL LODGING ONCE THE DEADLINE IS PAST AND THE BLOCK OF ROOMS IS SOLD OUT.

Check-in is 3:00pm. Rooms may not be available for early check-in. Check-out is 12:00 noon. Please make every attempt to check-out before the conference morning sessions begin. Additional charges will be applied to your credit card for late check-outs and unplanned early check-outs.

The reservation links to the Sheraton website are provided below for those living at least 75 miles away. We prefer you use the online registration links provided. You may also call 1-888-627-7814, indicating the phone reservation code indicated below.

October 27-28, 2008 Advanced Training (lodging for the nights of October 26-27):

<http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0805076624&key=9C484>

Registration Deadline – October 2, 2008 Phone reservation code: **SA1082**

November 6-7, 2008 IBPA/IDOE Conference (lodging for the nights of November 5-6):

<http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0806038354&key=9C238>

Registration Deadline – October 6, 2008 Phone reservation code: **SSSAIB**

April 28-29, 2009 Advanced Training (lodging for the nights of April 27-28):

<http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0805076629&key=68EA2>

Registration Deadline – April 3, 2009 Phone reservation code: **ISSSA2**

A tentative agenda for each training day will be placed on the ISSSA website as soon as it is available. Driving directions to the hotel are also posted on the Academy website, which can be accessed at: <http://www.doe.state.in.us/issas/confdirections.html>.

The following online links are provided for school safety specialists who do not qualify for free lodging (75 miles), but wish to stay at the hotel. If you make a registration on these Sheraton websites, you are accepting responsibility for paying all charges. These reservations will NOT be paid by the Academy.

Links for reservations to be paid by the school district:

October 27-28, 2008: <http://www.starwoodmeeting.com/Book/ssasb3>.
Registration Deadline is September 26, 2008.

April 28-29, 2009: <http://www.starwoodmeeting.com/Book/ssasb2>.
Registration Deadline is March 28, 2009

Questions regarding lodging should be directed to Clarissa Snapp, Director of ISSSA, at csnapp@doe.in.gov or 317-234-0326.

Questions regarding meals, registration or cancellations should be directed to Melissa Covey, ISSSA Support Specialist. She may be reached at mcovey@doe.in.gov or 317-234-1362.